

Oconee County Library Board
Minutes of the Quarterly Meeting
January 24, 2005
Watkinsville Library

Approved 4-18-05

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Doris Firth, Phyllis Luke, Art Zimmerman, Deann Craft, Jim White, Janet Stratton, Ray Billings, Alice Vernon, and Elaine Brown. Also present were Debbie Thrasher and Judy Atwood. Absent were Kathryn Ames, Ginger Griffith and Billy Porter.

Dr. Firth introduced new member, Alice Vernon.

Jim White moved to approve previous minutes. Seconded by Alice Vernon.

Public Comments

There were no public comments. Janet Stratton wanted to know why the board meetings were not advertised in the Oconee Enterprise. Debbie Thrasher said she had tried to get meetings listed, but since they were quarterly and not monthly we could not get on their calendar. Debbie will try contacting them and the Athens Banner Herald.

Branch Managers Report

Debbie and Alice Vernon will be attending Legislative Day. Debbie and Art Zimmerman will be attending i-safe America, a class on Internet safety. She is working with Latoya Green to develop a program on Internet safety and has been asked to present it throughout the region.

In June, Cynthia Jameson will be attending Book Expo America in New York. Over 400 authors will be attending. Adult and children's books will be given away. The Bogart Friends will pay to have books shipped home. As usual, we had several programs this quarter. The Library Friends Family Fun Day was a huge success. Over 450 people were in attendance. Twenty volunteers from the high school helped with the crafts and games. Christmas programs were a much anticipated event at both libraries with over 300 attending.

Dr. Shumake from the Oconee Co. Board of Education restored \$10,000.00 to the Library's budget.

Regional Directors Report

Judy Atwood presented the director's report in Kathryn's absence.

Governor Sonny Purdue presented his budget with a 3 % reduction for public libraries. This will result in a \$ 30,000.00 cut for the region. More than likely, this will mean that bookmobile services will be canceled.

Judy expressed thanks to Debbie for doing such a great job with programs. Our library is the most active library in the system. The i-safe America program is coming at a very opportune time, as there was a incident in Oglethorpe county, where a child was in a chat room and received pornographic mail. Authorities are looking into the matter.

We need to decide where to allocate the money received from the Board of Education. We will wait till the end of the fiscal year to see where the money will be needed.

Our postage costs are down considerably. The courier system reduces costs and has been improving the time line in receiving books. The courier system is paid for by the state in lieu of getting postage reimbursement. The free Gates computers are in Athens and will be installed after printing issues are solved.

Friends Report

Jim White presented the friends report. Thursday nite live will be on January 27th featuring Kathryn Gray-White with stories about High Shoals. The friends gave the library money to purchase an aluminum ladder, color scanner/printer, shelves for the Genealogy closet, a rolling cart for the children's closet and \$1,500.00 for books on CD. They are planning a book sale in June and a fund-raiser at Christmas at Barnes and Noble. They are developing banners and bookmarks to increase the friend's visibility. Their next project will be painting the back wall in the auditorium.

The Bogart friends will host a Valentine Tea on Sunday, February 13th from 2 to 4. Artwork from Rocky Branch and Malcom Bridge Elementary Schools will be displayed. They purchased 6 books in memory of Martha Wyllie.

Old Business

None.

New Business

A finance committee was appointed. Debbie Thrasher, Doris Firth, Art Zimmerman, and Janet Stratton will serve. The budget must be presented to the commissioners by April.

Ray Billings made the motion to authorize the finance committee , on behalf of the Library board, to prepare and present the budget. Seconded by Jim White. Vote was approved. We are not sure when we will be presenting the budget as Oconee County has a new finance director. The committee will use the long range plan as a guide to ask for an increase. Debbie will try to meet with Watkinsville and Bogart mayors before the budget talks.

Debbie said a 2nd grade boy scout troop wants to do a conservation project at the Watkinsville Library, in the form of a butterfly garden. This will be a continuing project. The boy scout leader will meet with Debbie to find an appropriate spot.

An update on splost. Due to an increase in sales tax revenue, we can realistically look at the library expansion 2 years away (2007). The first project will be a jail construction and bond payment.
Elaine Brown voted to adjourn meeting.

The next meeting will be April 18th at 4.30 p.m. at the Bogart Library.

Respectfully submitted,

Deann Craft

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The next meeting will be April 18th at 4.30 p.m. at the Bogart Library.

Respectfully submitted,

Deann Craft

Oconee County Library Board
Minutes of the Quarterly Meeting
April 18, 2005
Bogart Library

*approved
7-18-05*

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Doris Firth, Phyllis Luke, Art Zimmerman, Deann Craft, Jim White, Janet Stratton, Alice Vernon. Also present were Debbie Thrasher, Judy Atwood, and Ray Billings. Absent were Elaine Brown and Billy Porter.

Janet Stratton moved to approve the previous minutes. Seconded by Art Zimmerman.

Public Comments:

There were no public comments. Janet Stratton noted that we were getting improved publicity for the library in the Oconee Enterprise and the Athens Banner Herald.

Branch Manager's Report:

Doug Eza, the acting superintendent of the Oconee County Board of Education, mailed a letter to Debbie Thrasher announcing the board's intention of increasing the FY06 contribution back to the \$30,000 level. Pending approval of the Board of Education. The city of Bogart will supplement the budget with money for materials, but the city of Watkinsville is not funding anything beyond the current amount. Also, they have cut funding for a summer intern. The formal budget presentation will be April 19th. Jim White, Art Zimmerman, and Doris Firth will be attending with Debbie Thrasher. Our programs have continued to be well attended this quarter. We have issued over 300 new library cards. Our computer specialist Latoya Greene has resigned. We hired Mike Kastellec to take over her position. We have been busy preparing for the vacation reading club. We have 14 programs planned with many more in the works.

Regional Directors Report:

Judy Atwood presented the director's report in Kathryn's absence. The city of Bogart will be billed in May for their contribution so the negative amount budgeted and used will balance. Bogart has been very generous. Their gift will allow us to purchase books on CD instead of tapes, which have been requested.

Old Business:

The budget prepared by the finance committee was presented by Debbie Thrasher. It will be presented to the Oconee County Commissioners. The committee met with the Bogart and Watkinsville mayors. Watkinsville will not be able to sponsor the summer intern for the Vacation Reading Club. Debbie would like to be able to fund this position from the reserve. Art Zimmerman moved that the position be funded with \$3000 from

the reserve. It was seconded by Jim White. Motion approved. Rebecca Billings will fill the position.

At the meeting

Janet Stratton met with Doug Eza, the acting superintendent of the Oconee County Board of Education. He suggested a presentation from the library board in October. This will allow all board members to be aware of the effectiveness of the library for the children of Oconee County. Janet Stratton moved that we go forward with plans for the presentation. Phyllis Luke seconded. Motion approved.

New Business:

Cub Scout Pack 149, Den 4 will plant a butterfly garden in front of the Watkinsville Library. The troop is in the 2nd grade so we are looking at a 10 year project, as they will maintain it through their high school years.

The meeting room policy is that it not be used by anyone for profit. Discussion was held on ADAP "Alert Drug Awareness Program" using the room. Participants will be required to pay a \$15 materials fee. This program is now required for new drivers. Meeting was approved.

The nominating committee will need to nominate a chairman, vice chairman, and a secretary. These need to be voted on at the October meeting. Phyllis Luke and Elaine Brown will make up the committee.

:At the state level \$4000 was given to the region for Vacation Reading Club. Each branch receives \$300 to help fund special programs and expenses.

The Legislative Report has restored the 3% reduction. This means there will be no cuts in the state funding. This will allow us to keep Bookmobile services. PINES did not receive additional funding. . The Materials Grant stays as 35 cents per capita.

The state will provide a \$500.000.00 match for the Madison County Library. The insurance and their friends fundraising will provide the local match.

The Athens Library received a grant to fund the Frankenstein Exhibit. The exhibit will run from April 29 through June 10, 2005.

Friends of Georgia Libraries will hold its meeting in Conyers on Friday, April 22, 2005.

Friend's Report:

The Bogart Friends will pay for 2 programs for the Vacation Reading Club. A magician and a stamping program. They will provide a gift basket on magic for the magician program. They will buy pizza for a young adults program and milk and cookies for a bedtime story program.

The Watkinsville Friends will have Janet Klapp, from last year, serving as president. They are planning a scholastic book sale on June 3 through the 7th. The fall festival is planned

for October 15 and family fun day for October 29. They are providing funding for the "Snakes Alive" program on June 24th. Refreshments will be provided for the Regional Board Meeting.

The next meeting will be July 18th at 4:30 at the Watkinsville Library.

Respectfully submitted,

Deann Craft

Oconee County Library Board

Minutes of the Quarterly Meeting

July 18, 2005
Watkinsville Library

Approved as
corrected
10-17-05

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Art Zimmerman, Doris Firth, Ginger Griffith, Janet Stratton, Ray Billings, Elaine Brown, Alice Vernon, Deann Craft, Phyllis Luke and Billy Porter. Also present were Kathryn Ames, Judy Atwood, Debbie Thrasher and Melvin Davis. Absent was Jim White.

Corrections were made to the previous minutes. Ginger Griffith was not listed as a absent board member. A correction should be made to the statement, Janet Stratton met with Doug Eza. It should read: Janet Stratton met at a meeting with Doug Eza. Art Zimmerman moved to approve the corrected minutes. Seconded by Ginger Griffith.

Branch Managers Report

Debbie Thrasher praised Alice Vernon's job on the monthly calendars. She is also responsible for the PR articles in the local papers. We are still awaiting word from the Board of Education on the approval of the \$30,000.00 contribution. Once that has been received the Board of Education will have 2 representatives on the Oconee County Library Board. We are having a very successful summer reading program at both libraries. Both friends groups have sponsored programs, supplies and prizes.

In April:

Athens Academy Players presented "Under the Storytime Big Top". The performance was attended by 105. The Genealogy Expo was held with 165 visitors. Another program was "A Day in the Life of a Confederate Soldier". Civil War re-enactors demonstrated a soldiers daily life.

In May:

Rebecca Billings was hired as our temporary summer intern and was a huge help. Many prizes were donated for the reading club. Cub Scout Pack 149, Den 2 developed the butterfly garden in front of the Watkinsville Library. Cynthia Jameson attended the Book Expo in New York City. She mailed home 4 boxes of free books. Bogart friends paid for the shipping costs.

In June:

Peter Hart of the Atlanta Puppets presented "Circus Berzerkus" at both libraries. Watkinsville had 200 inattendance and Bogart 102. Both friends groups paid for the live drama "Cinderella" and the "Reading Circus Sideshow". The Oconee friends also paid for a "Snakes Alive!" program. We had over 400 attend this program. Both libraries had 2 movie days and craft days that were very popular. The Oconee Library friends sponsored a Scholastic Book Fair. They made \$502.22.

Regional Directors Report

Pines has been operating a courier service within the statewide library system so our postage costs are way down. Financial Report for FY2005 ending June 30, 2005 was presented. \$2,788.69 goes to the Oconee County Reserve. Fines and fees are up 14%. The \$5,000.00 Bogart designated for books was considered as a gift. Fund Equity: 1/12 of budget shall be set aside as a reserve. In order to qualify for state moneys for library construction in 2008, we must present a pre-application grant in March 2006. We would qualify for a 90/10 match for the 1st half million. After that 60/40 match. Anticipated cost \$1,200,000.00. In April 2006 we must present a building program and a letter from county commissioners stating that the match is available. The Bogart library was given our top priority in applying for SPLOST funds. The Watkinsville library does not have a lot of room for expansion with the widening of the highway. The Primary Service Standards states that the library should spend

12% of its operating budget on materials. We spent \$37,852.99. We need to see if we are ordering an appropriate amount and work on expanding. We also need to look at the number of periodicals we are ordering. Between the two libraries we have 49. Our materials grant, with the reduction of funding, has been \$35 per capita. Kathryn received extra moneys which was divided equally between branches. Each branch received \$563.00. Bogart bought a boom box and a DVD/VRC player and miscellaneous computer accessories. Watkinsville bought a digital camera for displaying pictures on the web site. Also a C/D burner. Judy Atwood reported that Staff Development Day will be September 20th. Performance reviews are completed for the year.

Friends Report

Jim White was not present to report on the Watkinsville friends, but Debbie said they would be replacing the tables in the auditorium with new lightweight ones. Bogart friends paid \$325.00 toward summer programs. They also paid for shipping 4 boxes full of books from New York City. They will participate in the fall festival which will be September 24th, where they will raffle gift baskets. The summer reading program registered 346 children.

Old Business

The nominating committee will report at next meeting. The budget was approved by the Oconee County Commissioners. This means we have been approved to add two part-time people, with 19 hours each, in the young adult section. Debbie will write job descriptions and figure hours. The positions do not have to be advertised.

New Business

Janet Stratton said that we should request a letter from the Board of Education to acknowledge approval for funding, so that board representatives could be appointed. We appointed a committee to review the by-laws and constitution. Volunteering were Alice Vernon, Doris Firth, and Ginger Griffith. They will meet in August and report back at the next meeting. Elaine Brown moved to adjourn. Seconded by Janet Stratton.

The next meeting will be October 17th at 4.30 at the Bogart Library.

Respectfully submitted,

Deann Craft

*Approved
1-23-06*

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
OCTOBER 17, 2005
BOGART LIBRARY**

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Doris Firth, Janet Stratton, Alice Vernon, Deann Craft, Ray Billings, Jim White, and Phyllis Luke. Also present were Kathryn Ames, Judy Atwood, and Debbie Thrasher. Absent were Ginger Griffith, Billy Porter, Art Zimmerman and Elaine Brown.

A correction was made to the previous minutes. Under the Branch Managers Report, Alice Vernon should be corrected to read Alice Rossiter. Ray Billings moved to approve the corrected minutes. Seconded by Janet Stratton.

Branch Managers Report

In July:

We finished out the summer reading program with several well attended programs. Cinderella with performer Wendy Bennett. "The Lion and the Seven Little Lambikins" puppet show. George's "Animal Party" in Watkinsville and Beth's "Let's Clown Around" in Bogart. Marty Jean Hartel presented "LOL @ your library!" at both libraries. Also both friends groups sponsored Tom Pierce and his Reading Circus Sideshow to both locations. For adults, Watkinsville offered a program by a Colonial Re-enactor and a Beginning Genealogy Workshop.

We began advertising for our Children's librarian. Volunteers at both libraries numbered 84 and they logged in 157 hours.

In August:

We hired Jessie Johnson as our new Children's Coordinator. UGA student Blair Weaver presented a 4 week series "Computers for Seniors,". It was so successful a part two has been planned for October. In Bogart, Christine Dietz has returned after living in Germany.

In September:

In Watkinsville Jessie held 15 different programs and in Bogart Cynthia started her school visits. We were closed for Staff Development Day. We held workshops and had a fun day of learning and entertainment.

We begun advertising for our 2 new Young Adult positions. A desk has been set up and the county is putting in a computer and Internet line to the Young Adult space. This service will be for 11-18 year olds.

REGIONAL DIRECTORS REPORT

The first look was at the budget. We received the \$30,000.00 check from the Board of Education. so the green "FY2006" sheet was updated today. With 29% of the budget received and 23% expended, we are right on track at the end of the first quarter. Our advertising is over budget, but we had several positions to fill this quarter. The budgeted amount for Natural Gas was established before the price increase so we will probably go over budget there.

Kathryn brought up the use of SPLOST funds for the expansion of the Bogart Library. The state grant will provide 60 percent to a local 40 percent. She will write a letter to Melvin Davis to find out what exactly was included in the recommendation to SPLOST. The SPLOST funds will be used in FYE 2008,

2 years down the road. A pre-application to the state for these funds is due in January. A formal application with a architect's preliminary drawing of the plans will be due in the spring. No later than May , we have to present a building program outlining what we will do with the added space. We plan on doubling the size of the meeting room and extending the main library space up to 4,000 sq. for a total of 7,500 sq. feet. Before the next meeting , we need to ask Melvin Davis and Bogart Mayor, Jan Thurmond if the commissioners want us to proceed. Kathryn will write them a letter explaining the agenda. Janet Stratton wanted to know why we were considering expanding Bogart and not Watkinsville. Kathryn explained that the library board submitted the plan and we were required to accept what we applied for. Doris Firth said that the Wakinsville Library did not have any room for expansion. Judy Atwood said that Debbie Thrasher was outstanding at the Staff Development Day.

FRIENDS REPORT

Watkinsville friends elected new officers at their September meeting. They participated with a booth in The Watkinsville fall festival. The family fun day will be Saturday, October 29th. 10am - 1 PM. A \$750.00 grant was provided from Walmart This will be used to fund "The Library Dragon".

Bogart friends reported sales of \$220.00 at the Bogart fall festival where they raffled baskets. They also held a yard sale that made \$230.00. Bags and T-Shirts from the festival were donated to the library. These are at sales at the library and the friends will received 100 percent. At Christmas time we will be gift wrapping at Borders. Elections will be at the first of the year.

OLD BUSINESS

The committee to look over the constitution to see if any changes need to be made, reported that article 5 needs to eliminate the treasurer position from our officers. The position is no longer necessary. A revision will be sent to all board members and will be voted on at the January meeting.

The nominating committee reported and officers were Doris Firth as Chairman, Art Zimmerman as Vice Chairman, Deann Craft as secretary. Janet Stratton moved that the nominations be closed. Seconded by Ray Billings. A vote was called and all approved. Debbie Thrasher is on the agenda at the Board of Education's meeting November 14th at 7pm. She will be making a presentation to show the board all the library does for the school district as there are several new members on the board who might not be aware of the services we provide.

The Board of Commissioners renewed Phyllis Luke as their representative on our library board. Dorothy Peltier will replace Elaine Brown whose term is up in December. The Board of Education will need to elect two representatives by the January meeting.

NEW BUSINESS

The terms have expired for two long time board members, Ray Billings and Elaine Brown. A book will be placed in the library in honor of each of them. We thank them for their contributions to our libraries.

The next meeting will be January 23rd at the Watkinsville Library at 4.30.

Respectfully submitted,
Deann Craft